

Department of Transportation MANUAL OF POLICIES & PROCEDURES	SUBJECT GUIDELINES FOR TIME-LIMIT PARKING	SECTION 332	DATE 12/2008	Page 3
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Attachment "A"

## INFORMATION AND INSTRUCTIONS ON FILING A PETITION FOR PARKING RESTRICTIONS

The Department of Transportation will consider the installation/revision/removal of time-limit parking for one or two hours where it determines that parking supply, emergency access and traffic safety would not be adversely impacted and upon the receipt of a qualifying petition. The petition must be submitted by persons officially representing no less than two-thirds of the front footage of the developed property, including corner lots, on each side of the street, in increments of complete blocks. The petition must also represent at least fifty percent of all the developed properties on each side of the street. A complete block is generally considered to be a segment of a street between intersecting cross streets, or their prolongation, and the address block number (100, 200, 300, etc.) does not change. However, in long blocks with a change in the "hundred block" of house numbers, each "hundred block" may be considered separately. The petition, while representing properties on both sides of the street, may request a change in parking restrictions for either one or both sides of the street.

Residential (includes single-family and multi-family), commercial, industrial, recreational, library, church, government, school or other frontages within the same block may be considered separately. For example, if a block consists of residential, commercial and recreational zones, the requested parking modification may represent and affect only the commercial development. However, the petition must be submitted by persons representing no less than two-thirds of the front footage of the commercial development on each side of the street, with no less than fifty percent representation of all commercial development properties on each side of the street.

Representatives of only one side of a street may submit a petition for a change in parking restrictions on only their side if it is an arterial street with a (roadway) width of 64 feet or greater, or the two directions of travel are separated by a raised median, or on any other street where the development on one side of the street is different from that on the other (e.g., residential vs. commercial). In such cases, the petition must represent at least two-thirds of the developed front frontage, with no less than fifty percent representation of all developed properties, on the side of the street where a change in parking restrictions is requested.

A Parking Petition Block Diagram is attached to demonstrate and clarify the above-described requirements.

The petition (refer to the attached sample) must contain certain information. The street name, proposed restrictions(s) and block limits, including side of street (or stating "both sides"), must be indicated. Each petitioner must sign the petition and legibly print or type his/her name, address, daytime telephone number and the date of signing. The petition circulator(s) must be identified on the first page of the petition. If there are more than two circulators, the second page should also be used, as shown on the sample petition, for such names. Only one owner or authorized representative for each property may sign, and all addresses for a property must be indicated. An owner of multiple properties in the subject block must similarly list addresses of all properties under that ownership.

For residential property, petitioners must be persons officially representing properties, which means:

- 1) An individual owner, renter or leasee for single-family homes.
- 2) An associated president or corporate officer for condominiums and townhouses.
- 3) An owner or designated property manager for apartment buildings.

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For business property, the owner or manager or tenant of such property may sign. If several businesses share the same address, the signature should represent the majority of the businesses at such address.

**The Department of Transportation will verify each petition and evaluate and conduct a final assessment of the impact that the requested restriction or prohibition would have on adjacent development and traffic movement, emergency access, traffic safety and parking supply. The Department reserves the right to modify or reject the request if an adverse impact is identified.** If, after the petition has been verified, it is determined that the requested restriction or prohibition would not have a substantial detrimental effect, the request will then be approved.

To facilitate sign maintenance and parking enforcement in restricted areas, only standard restrictions and signing should be used, whenever feasible. Standard signs indicate either one or two hour parking, to be applicable from 8 AM to 6 PM or 8 AM to 8 PM on a daily, except Sunday or except Saturday and Sunday basis.

**Persons circulating petitions must clearly indicate to potential signers that any restrictions implemented will apply to all parkers, including the petitioners.**

A blank petition, in the format approved by the Department of Transportation is attached. Please send your completed petition to:

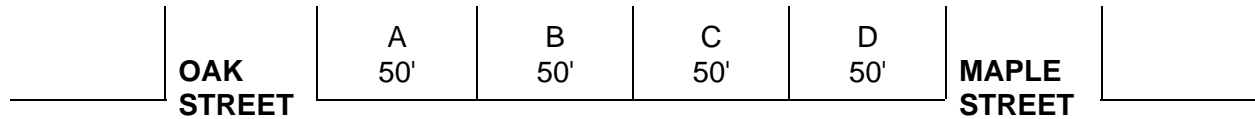
Department of Transportation  
\_\_\_\_\_

Phone: \_\_\_\_\_

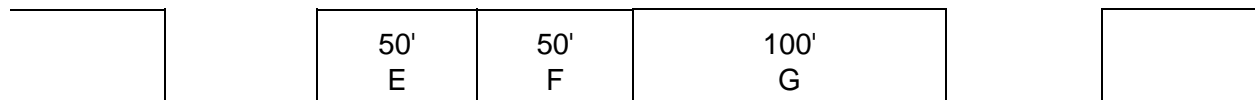
For other information or questions regarding parking restrictions, please contact \_\_\_\_\_.

## PARKING PETITION BLOCK DIAGRAM

### NORTH SIDE



### ELM STREET



### SOUTH SIDE

EXAMPLE 1: BOTH SIDES ARE RESIDENTIAL.

Petition signed by A, B, C, F and G.

Petition granted: A minimum of 50% of the parcels are signed on each side and those signing represented at least two-thirds of the developed length of the block on each side.

EXAMPLE 2: BOTH SIDES ARE RESIDENTIAL.

Petition signed by A, B, C, E and F.

Petition does not qualify: Even though 50% of the parcels are signed on each side, only the north side represented two-thirds of the developed length.

EXAMPLE 3: NORTH SIDE IS COMMERCIAL, SOUTH SIDE IS RESIDENTIAL. (Two sides considered separately.)

Petitions signed by A, B, and C on NORTH SIDE and E and F on SOUTH SIDE.

Petition granted for NORTH SIDE.

Petition does not qualify for SOUTH SIDE.